

PRC AGENDA

Date:	June 21, 2022		
Time:	3:30 - 4:15 pm		
Location:	Teams Meeting – see meeting invite to join.		
Agenda Item	Presenter	Objective	
1. Introductions and check in ➤ Welcome Andrea	Norm Alberg 2 minutes	Check In	
2. Approval of minutes	Norm Alberg 3 minutes	Action	
3. Privacy Program Updates ➤ Privacy Maturity Assessment	Lorre Wijelath 7 minutes	Update, Inform	
4. Public Records Program Update ➤ Team status	Stephanie Santos 3 minutes	Inform	
5. KCRIGG update ➤ Social Media guidance to all employees ➤ Texting/personal cell phone use ➤ New membership	Cynthia Hernandez 5 minutes	Inform, Invite Questions, Comments	
6. KCIT-related issues – ➤ Offboarding employee email and OneDrive records ➤ Retention of Teams meetings recordings	Shannon, Tim 8 minutes	Inform, Discuss	
7. ARMMS Updates ➤ Records Management Dashboard ➤ Disposition Process Improvement/Training ➤ Archives Vacancies and CIP	Valerie Vega Ryan Wadleigh Hannah Soukup 10 minutes	Inform	
8. PRC Annual Report ➤ Social Media Survey ➤ Public Records Request JLARC Reporting ➤ PRC Activities Narrative Report	Cynthia 5 minutes		
9. Good of Order and Summarize Take-Away Messages	Norm Alberg 2 minutes	Information, Recap	
10. Adjourn	Norm Alberg		

Upcoming Public Records Committee meetings: July 19, 2022 [Work Plan Planner](#)